



# *Info@starklawlibrary.com*

*Stark County Law Library Association*

*April 2001*

## BEGINNERS

## Word Finale

**The email address, info@starklawlibrary.org really works! TRY IT!!**

Before we get started on this month's lesson, let's create a folder in which to keep all the work we do each month. At the end of every lesson, save your work to this folder and you will always know where to find your work.

Just right click on the desktop and move the mouse to highlight "New", move the mouse over to "Folder" and click your mouse. A folder will appear on your desktop with it's name "New Folder" highlighted. To rename the folder just type "info@".



Info@

Now we are ready to wrap up the Word Tutorial. After this lesson, you will know enough word processing to do just about everything. Click on "Favorites" or Bookmarks" and open Microsoft Word Tutorial. Go to Chapter Five. Using recycled paper, print Chapter Five and Six. Chapter Five begins by having you type a couple of paragraphs. Instead, let's use either the Preamble or the Lord of the Flies/Slytherins Preamble.

Open the document you created last month (it is probably in your "My Documents" folder on the desktop, double click on the folder and



My Documents

see if it's there). If you find it there, double click to open it. If it's NOT there, look in the bottom left corner of your screen and find the "Start" button. Click on "Start" and drag up to "Documents," there you will find a list of your most recent work. If you see your document there, slide your mouse over to the name to highlight it and let up on your mouse button to open it.

If it isn't there we'll have to do some searching (which is a good thing to know how to do even if you have found your document). Click on "Start" again and drag to "Find" and slide across to "Files or Folders," then a dialog box will appear. Type in the name of the document and click on "Find Now." You may have to scroll down some to find your document. When you find it, double click on the name. Click your mouse in front of the first word of your document and press return, now click your mouse in the empty space we just created and give your document a title ("Lesson 5 & 6" would be good). Because the Preamble is all one humungous sentence and we need two paragraphs for this lesson, click your mouse at the end of your existing paragraph and press return to get a new line.

- Learn how to:
- 1) Create and name folders and
  - 2) Find a "lost" document

*(Continued on page 4)*

## INTERMEDIATE

## Evaluating Info From the Web

Much has been written on the pitfalls of web information. From the University of California, Berkeley Teaching Library I found a good source for determining the authenticity of a website called "How to



Evaluate Web Pages:

Questions To Ask and Strategies For Getting the

Answers." at: [http://www.lib.berkeley.edu/TeachingLib/](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalQuestions.html)

[Guides/Internet/EvalQuestions.html](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalQuestions.html).

Here are a few of their ideas of what to look for:

⇒ Check to see if the site is someone's **personal web page**. If the address contains a company that supplies web space to individuals like aol.com or geocities.com, look for a person's name (first or last) following a tilde ( ~ ) or the word "users" or "people."

⇒ Check the **qualification of the author**. Look for the name and e-mail of the author (NOT the webmaster) in a section called something like "About us" or "Contact us."

⇒ Check to see if the information cited is **authentic**. If the page claims to be from an established newspaper, journal, organization, or institution, is it the real one? Use the following list to find out if the domain name corresponds to the source. Most of these sites list names, phone and fax numbers making it easy to check.

**For .com, .edu, .net, .org :**

<<http://www.networksolutions.com/cgi-bin/whois/whois>>

**For .gov (U.S. gov.) :** <<http://www.nic.gov/cgi-bin/whois>>

**For .mil (U.S. military) :** <<http://www.nic.mil/cgi-bin/whois>>

**For Asian-Pacific:** <<http://www.apnic.net/apnic-bin/whois.pl>>

**and the rest of the world:**

<<http://www.uninett.no/navn/domreg.html>> <sup>1</sup>

⇒ Is the source of factual or attributed information **well documented**? Unless a known, reputable publisher or institution vouches for the content, require links to reliable sources or references with notes or footnotes.

⇒ Check for **reliability**. A good way is to see who else links to the page? Where is it "cited"? What do they think of its quality and integrity? Use a search engine like Google or AltaVista to see who links to the page. Then visit some of those sites to see what they say about the page in question. In Google <<http://www.google.com/>> or AltaVista <<http://www.altavista.com/>> precede the URL by the term link: with no space after the colon. For example, in the search box enter: [link:[www.whitehouse.net](http://www.whitehouse.net)]. You might also look for the page in a reliably annotated subject directory such as Librarians' Index to the Internet <<http://www.lli.org/>> or Infomine <<http://infomine.ucr.edu/>>.

(Continued on page 4)

### Special points of interest:

#### To Evaluate Web Information:

- Find out who wrote it and what their credentials are.
- Check to see if the information cited is authentic.
- Look for links to reliable sources or references with footnotes to make sure it is well documented.
- Check for bias
- See when the site was last updated.

## ADVANCED

## Privacy Policies

**At the core of the privacy debate is personally identifiable information -- what it is and who has access to it.**

"Last year, consumer advocates were enraged by Toysmart.com's attempts to sell an extensive consumer database that included names, addresses, shopping preferences, and children's birthdays.

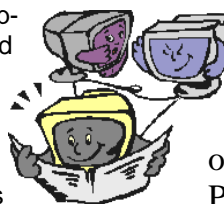
In return for customers' cooperation, the Waltham online seller of toys promised consumers it would never share their personal information. But after its collapse, Toysmart.com, majority owned by Walt Disney Co., put the database on the market.

Embarrassed by the controversy, a Disney subsidiary paid \$50,000 for the database, which will be destroyed by Toysmart.com to satisfy a Federal Trade Commission settlement."<sup>3</sup>

If you can't trust Disney, who can you trust?? As the public outcry for more privacy protection increases, the inclusion of an explicit Privacy Policy on a law firm web site is a must.

### What Exactly Is Privacy?

Many people equate privacy with security, controlling access to personal information and surveillance. To others, it means the freedom to be left alone. At the core of the privacy debate is personally identifiable information -- what it is and who has access to it.



### HERE'S WHAT YOU CAN DO!

- ⇒ First, develop a privacy policy and display its link prominently on you home page. The Online Privacy Alliance located on the Web at: <<http://www.privacyalliance.org>> offers Guidelines for Online Privacy Policies, Guidelines for Effective Enforcement of Self-Regulation, and a brochure entitled "Creating Consumer Confidence Online" that will help as you develop your policy. Looking at other firm web sites' Privacy Policies may give you some ideas also.
- ⇒ Next, consider joining the TRUSTe Privacy Program<sup>4</sup> or Web-Trust Program<sup>5</sup> and display their seal and provide a link back to their web site so your clients can learn more about your commitment to their privacy.

You might also display links to sites dedicated to enhancing consumer privacy such as IDcide at:<<http://www.idcide.com>>, Zero-Knowledge Systems at <<http://www.zeroknowledge.com>>, Hush Communications at <<http://www.hush.com>>, or PrivacyX at <<http://www.privacyx.com>>.

## BEGINNER

## Word Finale (Continued)

Now type the infamous “Now is the time for all good men to come to the aid of their country.” and continue with the exercises in lessons 5 and 6. When you are finished, click on “File” and drag to “Save As”. Change the file name to “Word Practice” and in the “Save In:” space, use the pull-down box and select the new “Info@” folder, then click save.

Never use  
undated  
information!

## INTERMEDIATE

## Evaluating Info from the Web (Cont.)

- ⇒ Check for **bias**. Does the author have a vested interest in the viewpoint presented? Are there links to other viewpoints?
- ⇒ Check to see when the site was last **updated**. The date is usually located at bottom of the page. Individual pages may be updated at different times, so look at more than one page. You can also look at Netscape's "Page Info" (right click on the page, or look under View, then Page Info).

“**CAUTION:** Undated factual or statistical information is no better than anonymous information. Don't use it.”<sup>2</sup>

Finally, if you **have questions or reservations**, e-mail the author or publisher and ask for more background, consult a print publication in the library, or ask for advice at a library reference desk.

## FOOTNOTES

<sup>1</sup> & <sup>2</sup> Barker, Joe. “Evaluating Web Pages: Questions to Ask & Strategies for Getting the Answers.” Finding Information on the Internet: A Tutorial. 26 Nov 2001. Library, University of California, Berkeley. 17 Jan 2002. <<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalQuestions.html#Domain>>

<sup>3</sup> Stoughton, Stephanie. “Online Insecurity: Firms Aim To Ease Fears About Personal Data, Privacy.” Boston.Com. 6 March 2001. The Boston Globe. 14 March 2001 <[http://www.boston.com/dailyglobe2/065/business/Online\\_insecurity+.shtml](http://www.boston.com/dailyglobe2/065/business/Online_insecurity+.shtml)>

<sup>4</sup> Privacy Partnership. 1997-2001. TRUSTe. 14 March 2001. <<http://www.truste.org>>

<sup>5</sup> WebTrust: Independent Verification. 2001. American Institute of Certified Public Accountants. 14 March 2001. <<http://www.cpawebtrust.org>>